

AREA Calexico I.F.	DIVISION Border	NUMBER 626
EVALUATED BY S.L. Angulo, #11597		DATE 07/30/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW <i>R.A. SL</i>	DATE <i>8-21-09</i>
BY _____			

1. USE AND ADEQUACY OF FACILITY

EVALUATED 07/21/2009	ACTION REQUIRED	CORRECTED
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- a. Is the facility adequate? ☒ Yes ☐ No
- (1) Have steps been taken to modify or replace the current facility? ☒ Yes ☐ No
- (a) If a leased building, is the owner abiding by the terms of the lease agreement? ☒ Yes ☐ No
- (2) Is a safe, pleasant, efficient environment created by the arrangement of furniture and equipment? ☒ Yes ☐ No
- (a) Is storage space used effectively? ☒ Yes ☐ No
- (b) Is lighting adequate? ☒ Yes ☐ No
- (c) Are there provisions for the prompt repair of the facility (plumbing, heating, etc.)? ☒ Yes ☐ No
- (d) Does the interior of the facility have a neat, businesslike appearance? ☐ Yes ☐ No

2. INTERIOR APPEARANCE

EVALUATED 07/23/2009	ACTION REQUIRED	CORRECTED
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- a. What is the condition of the floors, walls, ceiling, hallways, and counter tops? Calexico I.F. - Carpet is six (6) years old and worn through in spots. Sidewinder PS-All need to be refurbished and repaired. Outside of building has not been painted in the last 15 years.
- (1) Is interior lighting adequate? ☒ Yes ☐ No
- (2) If leased, have needed repairs been coordinated with Facilities Section? ☒ Yes ☐ No
- (3) Are the duties of the janitor defined and clearly understood? ☒ Yes ☐ No
- (a) Is the janitor fully aware of the supplies available through the requisition process? ☒ Yes ☐ No
- b. Is the layout of the general office areas appropriate for the assigned personnel or classification? ☒ Yes ☐ No
- c. Does the layout and equipment in specialized office areas meet the needs of each specialized function? ☒ Yes ☐ No
- d. Does the layout of the restrooms meet the needs of all employees, including those with disabilities? ☒ Yes ☐ No
- e. Is there sufficient space available in both the men's and women's locker rooms? ☒ Yes ☐ No
- (1) Can several officers comfortably change clothes at the same time? ☒ Yes ☐ No
- (2) Is there enough space for both personal lockers and equipment lockers? ☒ Yes ☐ No
- (3) Are there full length mirrors? ☐ Yes ☒ No
- (4) Are they clean and odor free, with adequate ventilation? ☒ Yes ☐ No

AREA MANAGEMENT EVALUATION**FACILITY MAINTENANCE AND SECURITY**

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(5) Are lockers in good condition, with names posted on them?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does the employee's room have adequate cabinets and electrical outlets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are appliances in good working order?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are bulletin boards sufficient for Area needs?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are they neat and orderly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is there a system for purging old information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do posted items have a removal date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Are bulletin boards in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
h. When was the last inventory of items stored inside the facility? Change of Command 12/31/2008		
(1) Are items arranged in a logical manner?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are there surplus items that should be returned to Supply Services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(3) What security is provided after normal business hours? 24 hour/7 day a week fire/entry/access monitoring by Dependable Alarm Systems.		

3. EXTERIOR APPEARANCE	EVALUATED 07/29/2009	ACTION REQUIRED	CORRECTED
a. Overall, what is the general appearance of the exterior of the facility? Good			
b. Are all painted surfaces neat and clean, free of peeling paint?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Is the outside lighting adequate and in good repair?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
d. Is the building clearly identified?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
e. Is the gas station clean and in good repair?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Does the gas station have a fire extinguisher readily available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. Is the paved parking area clean and in good condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are parking lines clearly painted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Is the violation clearance area for the public clearly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) Is there disabled parking available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Is there a parking area designated for motorcycles?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
4. AUXILIARY POWER	EVALUATED 07/29/2009	ACTION REQUIRED	CORRECTED
a. Has the efficiency of the auxiliary power unit been tested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Who knows how to start the unit should the self-starter fail? All employees with the exception of clerical			
c. Are operating instructions posted and easy to understand?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

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d. Is there a notice posted identifying who to contact should the unit fail? ☒ Yes ☐ No

e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing? ☒ Yes ☐ No

f. How often is the fuel supply replenished? Quarterly during the contracted inspection of the unit.

(1) At what level is it refilled? Handled by contractor

g. Are there adequate numbers of emergency power outlets? ☒ Yes ☐ No

(1) Are they distinctively marked? ☒ Yes ☐ No

5. EMPLOYEE PROTECTION AND FACILITY SECURITY

EVALUATED
07/30/2009

ACTION REQUIRED

CORRECTED

a. Does Area have a written Emergency Action Plan? ☒ Yes ☐ No

b. Does the plan have procedures for safeguarding employees during all types of emergencies? ☒ Yes ☐ No

(1) Does it have general facility security and building evacuation procedures? ☒ Yes ☐ No

(2) Does the plan work? ☒ Yes ☐ No

(3) Are there sufficient management controls? ☒ Yes ☐ No

c. Does the plan designate duties and responsibilities to specific employees? ☒ Yes ☐ No

(1) Are both uniformed and nonuniformed employees included? ☒ Yes ☐ No

(2) Are employees informed of their responsibilities? ☒ Yes ☐ No

(3) Has the commander taken all responsible steps available to provide security? ☒ Yes ☐ No

(4) Has the commander visited the facility after normal business hours to ensure security measures are in place? ☒ Yes ☐ No

d. Does the plan address dispatcher security? ☐ Yes ☐ No

(1) How do Public Safety Dispatchers feel about the security provided?

(2) Can dispatchers deal with the public without admitting them into the building? ☐ Yes ☐ No

(3) Should modifications be made to provide better security? ☐ Yes ☐ No

(a) Would intercoms improve security? ☐ Yes ☐ No

(4) How often are two or more dispatchers on duty?

(5) How often are supervisors or other personnel in the building after normal business hours? Rarely. Callexico I.F. is open to the public 0600-2100 hours Monday-Friday and 1000-1800 hours Sat. SPS is open to the public 0600-2200 hours Monday-Friday.

(6) Are maximum safety and security measures taken within communications centers? ☐ Yes ☐ No

e. Has training been given for all types of emergency situations? ☒ Yes ☐ No

(1) Have both uniformed and nonuniformed been given the training? ☒ Yes ☐ No

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(2) Does the training include building evacuation procedures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Do all employees know where fire extinguisher and first aid kits are located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do they know how to use them?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Have all employees read the Emergency Action Plan?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(a) Do they know where it's located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
f. Does the building contain asbestos?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) Are employees given a copy of the annual asbestos report to read?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(4) Do employees know what to do if they encounter asbestos in the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Are first aid kits provided as required by the State Administrative Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Is STD 621, Notice to State Employees, posted and up to date?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.?	Good	
h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Have changes or updates been sent to the implementing agency?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6. SAFETY INSPECTION	EVALUATED 07/31/2009	ACTION REQUIRED
a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b. Has the CHP 113A, Safety Inspection Checklist, been completed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
c. What improvements have been made by the commander as a result of the most recent inspection? Retrofitted book shelves , painted parking and O/S lot lines, all unsafe conditions addressed and corrected. Shade provided for the K-9 unit, blind spots within the facility eliminated. Pest control has eradicated pests and spiders and the exterior of building steam cleaned. Self inspections initiated, completed and a suspense file for on going and future inspections set up.		
(1) If recommendations required budgeting, have items been put into the budget suspense file?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
d. Has the size of the operation outgrown the facility?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
(1) If so, what remedial action has been taken? Callexico I.F. -No. However, Sidewinder PS has out grown their facility and recently acquired a portable trailer to help alleviate the crowded conditions.		

BUILDING SAFETY INSPECTION REPORT

Building: CALEXICO INSPECTION FACILITY

Area Office Number: 626

Building Address: 1700 EAST CARR ROAD, CALEXICO CA 92231

Commander LT ROONEY STRATE

Inspected By: LT ROONEY STRATE

Inspection Date: JUNE - AUG '09

of floors in Building: 1

Item Description and Category	Yes	No	Date	Comment
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GENERAL

1	Is a current copy of the IIPP on file in the Commander's office? (T-8 CCR Section 3203 (a) (1)) (Labor Code Section 6400 through 6404)	✓	6-15-09	
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2	Location(s) of additional copies of the IIPP:			
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3	Have employees been instructed on the IIPP? (T-8 CCR Section 3203 (a) (3) and (7)) (Labor Code Section 6400 through 6404)	✓		BRIEFINGS CONTINUOUS
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4	Is there a Written Hazardous Communication Plan? (T-8 CCR Section 5194 (e) (1))			NOT PREPARED (SRT)
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5	Location of Written Hazardous Communication Plan:			
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6	Have employees been instructed on the Written Hazardous Communication Plan? (T-8 CCR Section 5194 (e) (1) (B)) (Labor Code Section 6400 through 6404)			
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	Item Description and Category	Yes	No	Date	Comment
7	Is the Building Older than 1983? Does the building have asbestos-containing materials (i.e. floor tile, ceiling tile, plaster/stucco, sheetrock, fireproofing, thermal system insulation (TSI))? (T-8 CCR Section 5208 (j) (2) (A) & Section 1529 (k) (2) (A))		<input checked="" type="checkbox"/>		BUILT IN 1995
8	Are "Danger Asbestos" labels or signs affixed or posted in mechanical rooms, telephone and electrical closets, and garages where asbestos-containing materials are present? (T-8 CCR Section 5208 (j) (3) (E), Section 5208 (j) (4) (A), Section 1529 (k) (8) (A) & Section 1529 (k) (8) (F))				N/A
9	Are all asbestos-containing building materials in good condition? (T-8 CCR Section 3203 (a) (4))				N/A
10	Is current Building Asbestos Notification Letter on file? (T-8 CCR Section 5208 (j) (2) (C) & Section 1529 (k) (2) (B))				N/A
11	Location of Building Asbestos Notification Letter: (T-8 CCR Section 3203 (a) (1))				N/A
12	Have employees been instructed on Employee Asbestos Notification Letter? (T-8 CCR Section 5208 (j) (7) (C) 3. & Section 1529 (k) (9))				N/A
13	Is there a current Chemical Inventory in the Material Safety Data Sheet (MSDS) book? (T-8 CCR Section 5194 (e) (1) (A))	<input checked="" type="checkbox"/>			
14	Have MSDSs been updated? (T-8 CCR Section 5194 (g) (1))				REQUESTED SGT BROWN TO INSPECT 7-17-09
15	Location(s) of MSDSs:				HALLWAY NEAR PICTURE BOARD
16	Have employees been instructed on the use of MSDS? (T-8 CCR Section 5194 (h) (1)) (Labor Code Section 6400 through 6404)	<input checked="" type="checkbox"/>			

	Item Description and Category	Yes	No	Date	Comment
17	Have quarterly building inspections been conducted? (CHP Building Safety Inspection and the CHP Form 113A Inspection) (T-8CCR Section 3203 (a) (4))	✓			OCC SAFETY INSPECTIONS - QUARTERLY
18	Are all CHP Employees', Volunteers and Contract Employees, safety training records up to date, including all OSHA mandated training? (T-8 CCR Section 3203 (a) (7)) (Labor Code Section 6400 through 6404)	✓		7-23-09	
19	Location of employees' safety training records: (File)	✓		7-23-09	HP + FILES
20	Does the building have a CHP Emergency Action Plan (EAP)? (T-19 CCR Section 3.09 (a) (1)) Location of Emergency Action Plan(EAP): IN COMMENTS	✓		7-17-09	SGT'S OFFICE
21	Have CHP Employees, Volunteers and Contract Employees, been instructed on the use of the (EAP)? (T-19 CCR Section 3.09 (e)) (Labor Code Section 6400 through 6404)	✓		7-17-09	CHP 712 - ANNUAL REVIEW
22	Are locations of emergency evacuation routes identified?	✓		7-17-09	ON WALLS SGT OFFICE; LUNCH ROOM; SPEC DUTY; MAINTENANCE JANITOR ROOM; SERVER; SUPPLY; OFFICES; RESTROOMS
23	Date of last (EAP) meeting with CHP Employees, Volunteers and Contract Employees:	✓		7-17-09	DURING ANNUAL EVALUATION
24	Date of last emergency evacuation drill:				
25	Are all CAL/OSHA required postings posted where employees can review them on a continuous basis? (T-8 CCR Section 340) (NOTE LOCATION IN COMMENTS)	✓		7-17-09	BULLETIN BOARDS
26	Are fire extinguisher inspection tags current including monthly inspections? (T-8 CCR Section 6151 (e) (1), (2) and (3))	✓		7-17-09	MAY 9, 2009 - LAST INSPECTED
27	Are fire extinguishers easily accessible and no more than 75' from the previous extinguisher? (Walking path not straight line.) (T-8 CCR Section 6151 (c) (1))	✓		7-17-09	NEED ONE MOUNTED IN WATER TREATMENT ROOM. ASSIGNED TO SGT RIVERO 7-17-09

	Item Description and Category	Yes	No	Date	Comment
28	Are fire extinguisher locations easily seen or identified? (3D TYPE SIGNAGE) (T-8 CCR Section 6151 (c) (1))	✓		7-17-09	
29	Does the building have a fire sprinkler system?	✓		7-17-09	
30	Has the fire sprinkler system been inspected (five year and quarterly inspections)? (T-19 CCR Section 904.1 (a) (4) & Section 904.1 (a) (3))		✓	7-20-09	N/A - NONE
31	Date of last five year inspection:				N/A
32	Date of last quarterly inspection:				N/A
33	Does the building have a dry standpipe fire supresion system?		✓	7-20-09	N/A - NONE
34	Has the building dry standpipe fire supresion system been inspected (five year & semi-annual inspection)? (T-19 CCR Section 904.1 (a) (2) & Section 904.1 (a) (1))				N/A
35	Date of last dry standpipe fire supresion system five year inspection:				N/A
36	Date of last dry standpipe fire supresion system semi-annual inspection:				N/A
37	Does the building have eyewash stations? (T-8 CCR Section 5162 (a))	✓		7-20-09	
38	Have all eyewash stations had monthly operational and cleanliness inspections? (T-8 CCR Section 5162 (e))	✓			
39	Do all building elevator(s) and/or escalator(s) have current permit(s) to operate? (T-8 CCR Section 3001(c))		✓		N/A - NONE
40	Is current permit(s) to operate or copy located in elevator car(s)? (T-8 CCR Section 3001 (c) (1))				N/A

	Item Description and Category	Yes	No	Date	Comment
41	Date of last elevator(s) and/or escalator(s) inspection(s):				N/A
42	Do all of the building pressure vessel(s) (^{NONE} boilers, air (compressor) receiver tanks, propane tanks etc.) have current Permit to Operate? (T-8 CCR Section 461 (a))	✓		7-20-09	
43	Date pressure vessel(s) last inspected:				
44	Is a current pressure vessel Permit to Operate in plain view of the pressure vessel(s)? (T-8 CCR Section 461 (c))	✓		7-20-09	AIR COMPRESSOR 3-27-2011
45	Does the building have emergency generators?	✓		7-20-09	
46	Number of emergency generators: (1)	✓		7-20-09	DNE
47	How often are generator/s operated? Is the operating permit up to date?	✓		7-20-09	EXP 12/31/09 TEST 1/MONTH - LOG
48	Are fuel storage tank(s) above or below ground? (NOTE Fuel Type/s in notes)		✓	7-20-09	NONE - N/A
49	If storage tank is below ground, are the Designated UST Operator monthly Visual Inspections complete and current? (T-23 CCR Chapter 16, Section 2715 (c))				N/A
50	Location of Designated UST Operator Monthly Visual Inspection Checklists:				N/A
51	How often are above ground tanks and/or day tanks inspected? (T-8 CCR Section 3203 (a) (4))				N/A
52	How are spent fluorescent tubes stored? (T-22 CCR Division 4.5 Chapter 23)	✓		7-20-09	BOXES IN SUPPLY ROOM
53	Location of spent fluorescent tubes:	✓		7-23-09	NONE ON PREMISES

	Item Description and Category	Yes	No	Date	Comment
54	How are spent fluorescent tubes disposed of? (T-22 CCR Division 4.5 Chapter 23)	✓		8-3-09	NEW CONTRACT W/ E/CENTRO
55	Is building exterior paint blistered, cracked or peeling? (T-8 CCR Section 3203 (a) (4))		✓	7-20-09	CERAMIC TILE EXTERIOR WALLS
56	Is building exterior free of lead based paint? (T-8 CCR 3203 (a) (4))	✓		7-20-09	
57	Is there a written lockout/blockout/tagout program? (NOTE LOCATION IN COMMENTS) (T-8 CCR Section 3314 (f) (1), (2), (3), (4) and (g))		✓		
58	Location of lockout/blockout/tagout program: (NOTE LOCATION IN COMMENTS)				N/A
59	Does the building have a Written Assurance for contractors using a man lift to do exterior building maintenance? (T-8 CCR Section 3292 (d) (1))		✓		N/A
60	Location of Written Assurance:				N/A
61	Does the building require an Operating Procedures Outline Sheet (OPOS)? (T-8 CCR Section 3282 (p) (1) (C))		✓		
62	Location of OPOS:				N/A
	WORK ENVIRONMENT				
63	Are work areas clean and orderly? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
64	Are all work areas adequately illuminated? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
65	Are shelves and bookcases four foot and higher seismically secured? (T-8 CCR Section 3203 (a) (4))	✓		8-3-09	

	Item Description and Category	Yes	No	Date	Comment
66	Are all heat producing appliances/devices (coffee makers, microwaves, refrigerators, etc.) located in designated break rooms and/or break areas? (T-24 CCR Section 3.14)	✓		7-20-09	
67	Are extension cords and power strips used properly? Not used for permanent connection of devices/appliances and power strips not daisy chained together. (T-24 CCR Section 3.14 and T-8 Section 2500.8) (CEC 110-16(A))	✓		7-20-09	
68	Are ceiling tiles in good condition? (Not broken, stained, dislodged or missing?) (T-8 CCR Section 3203 (a) (4))?	✓		7-20-09	COUPLE WATER STAINED - NEW AC UNIT LEAK
69	Are there floor tiles and carpet in good condition? (Tiles not broken, stained, dislodged, missing; are there holes or splits in seams on carpet tile?) (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
70	Are all restroom facilities clean and sanitary? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
71	Are hopper rooms clean and orderly and supplies stored safely? (T-8 CCR Section 3203 (a) (4))		✓		N/A
72	Are hopper rooms free of food and/or beverages? (T-8 CCR Section 3368 (b))		✓		N/A
73	Are storage rooms clean and orderly and supplies stored safely? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
74	Are work areas or walking surfaces kept dry or appropriate means taken to assure that surfaces are slip-resistant where appropriate? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
75	Are fan and/or mechanical rooms clean, orderly, free of leaks? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	
76	Are all fan belt guards properly installed? (T-8 CCR Section 4070 (a))		✓		N/A

	Item Description and Category	Yes	No	Date	Comment
77	Are belt guards free of holes other than expanded sheet metal? (T-8 CCR Section 4002 (a))		✓		N/A
78	Do all open drive pumps have coupling guards installed? (T-8 CCR Section 4002 (a))		✓		N/A
79	Are all HVAC filter log / maintenance reports on site & up to date? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	A/C SERVICED JULY 2009
80	Location of HVAC filter log / maintenance reports :	✓		7-20-09	
81	Are chillers, cooling towers and condensers clean and free of leaks? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	A/C SERVICED JULY 2009
82	Are boilers and heat exchangers clean and free of leaks? (T-8 CCR Section 3203 (a) (4))		✓		N/A
83	Is the discharge from boiler drains and pressure relieving devices piped to a safe place of discharge? (T-8 CCR Section 761 (c) (1), (2) and (3))		✓		N/A
84	Are building hot and/or chill water chemical logs up to date? (T-8 CCR Section 770 (b) (4))	✓		7-20-09	MONTHLY REPORT
85	Location of building hot and/or chill water chemical logs:	✓		7-20-09	Pump Room
87	Are all oil and/or gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working? (T-8 CCR Section 782 (b))		✓	7-23-09	N/A
88	Are shop areas clean, orderly, and free of tripping and falling hazards? (T-8 CCR Section 3203 (a) (4))	✓		7-20-09	DAILY - CVIS'S
89	Do all spray bottles, buckets and drums have appropriate and legible labels that identify with the appropriate MSDS sheet? (T-8 CCR Section 5194 (f) (8))				MATT BROWN TO INSPECT

	Item Description and Category	Yes	No	Date	Comment
90	Are covered metal waste cans used for oily and paint-soaked waste in shop areas? (T-8 CCR Section 3203 (a) (4))				N/A
91	Are oil, waste oil, solvents, chemicals and/or waste paint in DOT approved containers? (T-8 CCR Section 5164 (b))				N/A
92	Are waste drums/containers properly grounded? (T-8 CCR Section 3203 (a) (4))				N/A
93	Are oil, waste oil, chemicals and/or waste paint containers stored on approved catch pans? (T-8 CCR Section 5194 (a))				N/A
94	Are caustic or reactive chemicals stored on their own approved catch pan? (T-8 CCR Section 5194 (a))				N/A
95	Are flammable solvents, chemicals and paints stored in approved fire rated cabinets? (T-8 CCR Section 5536 (b))				N/A
96	Are oxidizer and flammable chemicals properly separated and stored? (T-8 CCR Section 5164 (a))				N/A
97	Are all Fusees' (Flares) stored in quantities of 5 cases (125 LBS.) or less in a sprinkled storeroom on metal shelving, or in quantities of greater than 5 cases (125 LBS. and less than 15 Cases (375 LBS.) in an approved doubled walled fire rated storage cabinet. If greater than 15 cases fusees' must be specially stored in a 4 hour fire rated building that is separate from the occupied space and sprinkled. At no time shall fusees' be stored on the fuel island or in the auto bay area or any area of chemical/petroleum waste containers. (Title 8 CCR Section 5194 and Title 19 CCR)				N/A
98	In shop areas is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension? (T-8 CCR Section 3203 (a) (4))				N/A

	Item Description and Category	Yes	No	Date	Comment
99	Are electrical and telephone closets clean and orderly? (FREE OF ALL COMBUSTIBLES, 3' CLEARANCES FOR ALL PANELS & EQUIPMENT INSTALLED) (T-8 CCR Section 3203 (a) (4)) (CEC 100-16(a) (CBC 1001.1))	✓		7-23-09	
	EXITS AND EGRESS				
100	Are all exits marked with an exit sign and illuminated by a reliable light source? (W/BATTERY BACK UP) (T-8 CCR Section 3216 (a))	✓		7-20-09	
101	Are the directions to exits, when not immediately apparent, marked with visible signs? (T-8CCR Section 3216 (b))	✓		7-21-09	ON WALLS ESCAPE ROUTES
102	Are doors, passageways and stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STORE ROOM," etc.? (T-8 CCR Section 3203 (a) (4))		✓	7-23-09	NOT MARKED STORAGE JANITOR MECHANICAL HOT WATER HEATER SGT OFFICE
103	Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide? (T-8 CCR Section 3216 (a))	✓		7-23-09	
104	Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? (T-8 CCR Section 3228)	✓		7-23-09	
105	Where exiting will be through frameless glass door(s), glass exit door(s), etc., are the doors fully tempered and meet the safety requirements for human impact? (T-8 CCR Section 3203 (a) (4)) (CBC 1001.1)	✓		7-23-09	
106	Are all exits free of obstructions? (T-8 CCR Section 3225))	✓			7-22-09
	DOORS AND EXITS				

	Item Description and Category	Yes	No	Date	Comment
107	Are doors in good working condition? (T-8 CCR Section 3235)	✓		7-22-09	
108	Are door handles, closures, locks, thresholds, and fire stripping on fire rated doors in good condition? (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	
109	Are handicapped entrance/exit doors operating properly? (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	
110	Are handicapped bathroom doors operating properly? (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	
111	Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct? (T-8 CCR Section 3235 (a) (3))	✓		7-23-09	
112	Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic? (All non-panic hardware doors need to be 10 lbs. of force or less to open) (T-8 CCR Section 3235 (m) (1))	✓			
113	Where exit doors open directly onto any street, a ley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? (T-8 CCR Section 3227 (a) (1))				N/A
114	Where there is frequent traffic, are viewing panels installed in doors that swing in both directions where doors are located between rooms? (T-8 CCR Section 3235 (j) (1))		✓		Door to INSPE Bay
	 AISLES AND PASSAGEWAYS 				
115	Are aisles and passageways adequately illuminated? (T-8 CCR Section 3203 (a) (4))	✓			

	Item Description and Category	Yes	No	Date	Comment
116	Are aisles and passageways clear of tripping hazards? Minimum of 44" wide {ADAAG, ADA}? (T-8 CCR Section 3203 (a) (4))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7-23-09	
117	Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operated? (T-8 CCR Section 3203 (a) (4))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
118	Are aisles or passageways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards? (T-8 CCR Section 3203 (a) (4))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
	STAIRS AND STAIRWELLS				
119	Is stairwell lighting on backup emergency power? (T-8 CCR Section 3203 (a) (4))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
120	Are stairwells adequately illuminated? (T-8 CCR Section 3215 (e))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
121	Are steps on stairs and stairwells designed or provided with a surface that renders them slip resistant? (T-8 CCR Section 3231 (d))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
122	Are stair handrails properly secured? (T-8 CCR Section 3214 (f))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
123	Where stairs or stairwells exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? (T-8 CCR Section 3227 (a) (1))	<input type="checkbox"/>	<input type="checkbox"/>		N/A
	ROOF				
124	Is roof in good condition? Clean and reflective? (T-8 CCR Section 3203 (a) (4)) LEED & Title 24 CEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7-23-09	

	Item Description and Category	Yes	No	Date	Comment
125	Are roof walkways in good condition? (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	
126	Is the roof free of visible cracks, blisters, bare spots or standing water? (T-8 CCR Section 3203 (a) (4))	✓			
127	Are roof drains clean and clear of debris? (T-8 CCR Section 3203 (a) (4))	✓			
128	Are roof vents sealed and in good condition? (T-8 CCR Section 3203 (a) (4))	✓			
129	Is roof flashing in good condition? (T-8 CCR Section 3203 (a) (4))	✓			
	EQUIPMENT				
130	Is equipment, i.e., vacuums, buffers, electric hand-drills, table saws, drill press, etc., in proper operating condition? (T-8 CCR Section 3328 (c))				N/A
131	Is equipment, i.e. table saws, standing drill presses, pedestal grinders, tire changing and balancing, etc. properly spaced and secured to the floor? (T-8 CCR Section 3328 (d))				N/A
132	Is equipment, i.e. bench grinders, vices, table saws, bench drill presses properly secured to the work bench? (T-8 CCR Section 3328 (b))				N/A
133	Are stakes and ground prongs on plugs secured? (T-8 CCR Section 3328 (c))				N/A
134	Are plugs securely attached to the cord? (T-8 CCR Section 3328 (c))				N/A
135	Is the cord securely attached to the equipment? (T-8 CCR Section 3328 (c))				N/A

	Item Description and Category	Yes	No	Date	Comment
136	Are the cords free of cuts or slices that expose inner wires? (T-8 CCR Section 3328 (c))				N/A
137	On floor mounted equipment is there an electrical disconnect that will accept a lock out, or can equipment be disconnected from power source? (T-8 CCR Section 3203 (a) (4))				N/A
138	How often are ladders inspected? (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	WEEKLY
139	Are all ladders properly secured? (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	
140	What types of Personal Protective Equipment (PPE) do employees use? (Safety Glasses, Respirators, Coveralls, Gloves.... And are they properly stored and cared for. (T-8 CCR Section 3203 (a) (4))	✓		7-23-09	